

**LEADING THROUGH TRANSITIONS:**  
**COVID, ENROLLMENT, BUDGET, AND**  
**OTHER DRIVING FORCES.**



**INTERLEARN**

*Taking Higher Education Higher*

DR. AMIE ANDERSON

DR.AMIEANDERSON@GMAIL.COM

AKATHOUGHTS.COM

# PRESENTATION DESCRIPTION

WHETHER REQUIRED DUE TO COVID, CHANGES IN ENROLLMENT, OR BUDGET, TRANSITIONS CAN BE DIFFICULT ESPECIALLY ON LEADERSHIP. THIS PRESENTATION WILL REVIEW HOW LEADERSHIP CAN CONCEPTUALIZE, PLAN, AND IMPLEMENT CHANGES THAT BUILD BUY-IN, WHETHER THE TRANSITION IS A PUBLIC OR CONFIDENTIAL IMPLEMENTATION PLAN. WE WILL ALSO DISCUSS HOW TO LEAD THROUGH THE CHANGES EFFECTIVELY.

# FACTORS LEADING TO TRANSITIONS

- ADDITIONAL PROGRAMS
- INCREASED/DECREASED ENROLLMENT
- RESTRUCTURING
- RETIREMENT/RESIGNATION/TURNOVER
- BUDGET CHANGES
- OTHERS!- (CHAT)



# PROCESS

1. IDENTIFY “CAUSE” FACTORS
2. REVIEW AND ASSESS
3. QUESTION & DISCUSS
4. PLAN & COMMUNICATE
5. TIMELINE & IMPLEMENTATION



# 1. IDENTIFY “CAUSE” FACTORS

- CLEARLY IDENTIFY THE FACTORS THAT ARE LEADING TO THE NEEDED TRANSITION:
  - WHAT IS “NORMAL” AND WHAT INDICATES A POTENTIAL BIGGER ISSUE?
  - ARE THE PRESSURES COMING INTERNALLY OR EXTERNALLY?
  - ARE THE PRESSURES THE RESULT OF LONG-TERM OR SHORT-TERM STRESSORS?
  - WILL THE TRANSITION NEED TO BE FOR THE SHORT-TERM OR LONG-TERM.

## 2. REVIEW AND ASSESS

- STRIVE TO DELIBERATELY THINK INSIDE AND OUTSIDE OF THE BOX.
  - WHO DO YOU CURRENTLY HAVE WHERE AND WHAT ARE THEIR STRENGTHS?  
CAN THEY BE REORGANIZED?
  - WHAT POSITIONS ARE OPEN? WHAT ARE NEEDED?
  - WHAT IS IN THE BUDGET? CAN IT BE REPURPOSED?





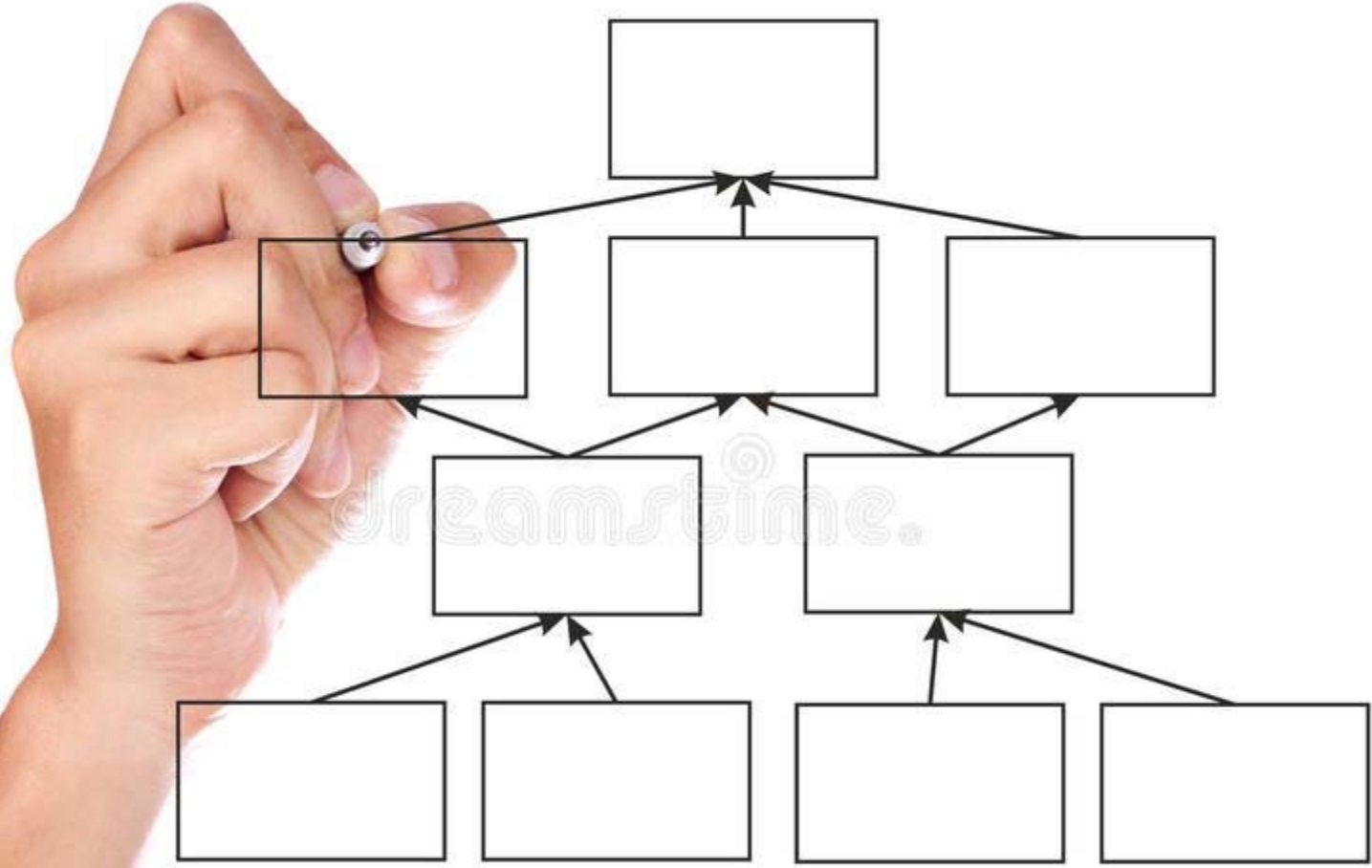
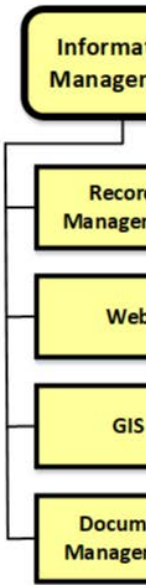
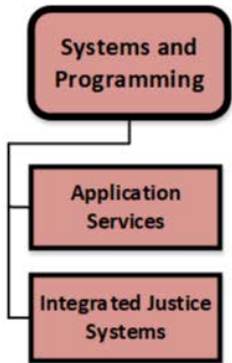
### 3. QUESTION & DISCUSS



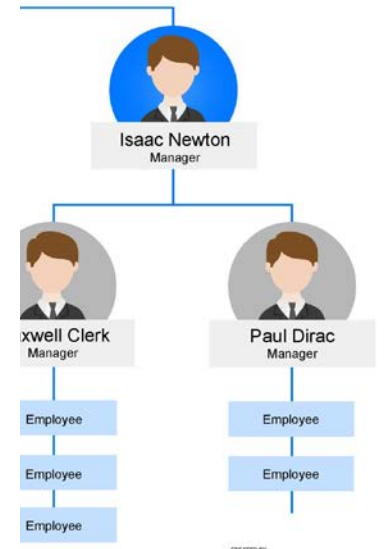
- ASK QUESTIONS AND HAVE DISCUSSIONS WITH ANYONE YOU CAN. GET OTHER PERSPECTIVES:
  - **CURRENT EMPLOYEES:** WHAT DO YOU MOST ENJOY ABOUT YOUR JOB? IF WE COULD TAKE ANYTHING OFF YOUR PLATE, WHAT WOULD IT BE?
  - **UPLINE:** WHAT OBSERVATIONS DO THEY HAVE? WHAT CHANGES WOULD THEY SUGGEST? WHAT OTHER FACTORS IN THE INSTITUTION ARE AT PLAY THAT YOU MIGHT NOT KNOW ABOUT YET?
  - **HUMAN RESOURCES:** ARE THERE ANY CONTRACT OR UNION ISSUES YOU NEED TO KEEP IN CONSIDERATION? WHAT IS THE TYPICAL TIME FRAME FOR CHANGES?

Who Else? (Chat)

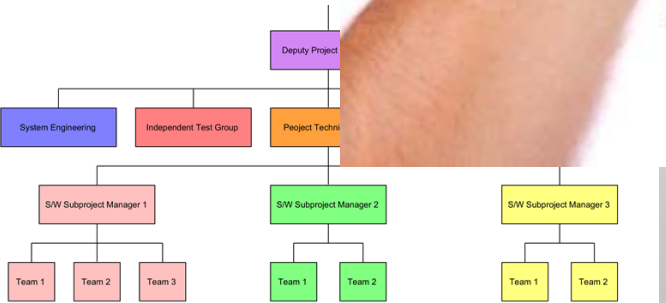
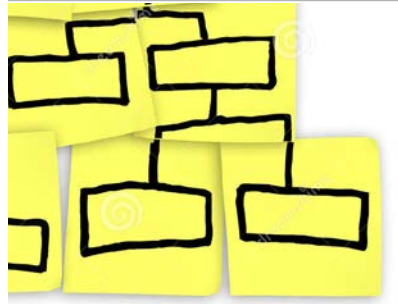




ORGANIZATION CHART OF THE CORPORATION



CREATED BY TemplateLAB





## 4. PLAN & COMMUNICATE

- START CONVERSATIONS AS SOON AS POSSIBLE TO BUILD BUY-IN....
  - CURRENT EMPLOYEE GROUPS- WHAT CHANGES ARE YOU THINKING ABOUT? WHAT INPUT MIGHT THEY HAVE? WHAT STRESSORS ARE YOU USING TO MAKE YOUR DECISION?



## 4. PLAN & COMMUNICATE

- START CONVERSATIONS AS SOON AS POSSIBLE TO BUILD BUY-IN....
  - UPLINE: SUPERVISOR? VP? PROVOST? CHANCELLOR?
    - WHAT DO YOU NEED FROM THEM; WHAT DO THEY NEED TO KNOW?
  - HR: WHAT CHANGES ARE BEING MADE FOR EACH INDIVIDUAL (TITLE, PAY, SUPERVISOR, TIMEFRAME)



# 4. PLAN & COMMUNICATE

- PLAN:

- WHO DO YOU NEED TO HAVE INDIVIDUAL CONVERSATIONS WITH?

- IN WHAT ORDER?

- PROVIDE HR WITH OUTLINE OF PLAN AND WHO ALL IS IMPACTED AND WHO IS NOT IMPACTED.

- BUDGET CONTROLLERS-

WHAT ARE THE SALARY/PAY CHANGES AND BUDGET IMPACTS OR CHANGES?



## 5. TIMELINE & IMPLEMENTATION

- DEVELOP AND SCHEDULE A CLEAR TIMELINE FOR ALL COMMUNICATION & IMPLEMENTATION.
  - PROVIDE THE IMPLEMENTATION PLAN (APPROPRIATE PARTS) TO ALL VESTED PARTIES.
    - IMPACTED EMPLOYEES
    - IT - ANY CHANGES AND THE TIMEFRAME.
    - FACILITIES- OFFICE CHANGES; BOXES, FURNITURE NEEDS;
    - SECURITY- NOTIFY OF SCHEDULE OF CONVERSATIONS IF NEEDED.
    - WHAT DISTRIBUTION LISTS DO YOU NEED TO COMMUNICATE WITH REGARDING THE CHANGES?

# FINAL STEPS

- CARRY OUR OUT COMMUNICATION AND TRANSITION PLAN
- BE FLEXIBLE AND READY TO ADJUST

**LEADING THROUGH TRANSITIONS:**  
**COVID, ENROLLMENT, BUDGET, AND**  
**OTHER DRIVING FORCES.**



**INTERLEARN**

*Taking Higher Education Higher*

DR. AMIE ANDERSON

DR.AMIEANDERSON@GMAIL.COM

AKATHOUGHTS.COM